

~~CONFIDENTIAL~~

9 July 1962

MEMORANDUM FOR THE RECORD

SUBJECT: Records Disposal

25X1

1. At 1000 hours, 9 July 1962, the undersigned discussed with Mr. [ ] the retention periods for Comptroller files. Mr. [ ] stated that the revised schedule indicated by the pencil notations for items 10 through 20 would be adequate for all foreseeable needs of the Office of the Comptroller. However, he stated that these were minimum requirements and should not be reduced further. The remainder of the items are on a retention schedule established by law and cannot be changed.

25X1

25X1

2. Mr. [ ] stated that the reduced periods were established on the basis of minimum needs of his Office and did not take into consideration the needs of DD/P, OGC, or the Office of Personnel. He urged that the concurrence of these Offices be obtained prior to establishing these schedules by regulation. He asked also that in the coordination of this proposal specific attention be drawn to the Comptroller's position that these are minimum periods based on Comptroller needs and do not take into account the needs of any other component. Mr. [ ] would like an opportunity to review this matter after the other Offices concerned have had an opportunity to comment.

25X1

25X1

[ ]  
Assistant SSA-DD/S

Distribution:

Original - SSA-DD/S

25 YEAR RE-REVIEW

25X1

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	
<b>CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Director of Personnel ATTN: Mr. [redacted]		
2	5856 Hqs. Bldg.		
3			
4			
5			
6			
	<b>ACTION</b>	<b>DIRECT REPLY</b>	<b>PREPARE REPLY</b>
	<b>APPROVAL</b>	<b>DISPATCH</b>	<b>RECOMMENDATION</b>
	<b>COMMENT</b>	<b>FILE</b>	<b>RETURN</b>
	<b>CONCURRENCE</b>	<b>INFORMATION</b>	<b>SIGNATURE</b>
<b>Remarks:</b> Request your comments on concurrence in connection with the proposed schedule for retaining Confidential Funds Financial Documents, as set forth in the accompanying materials. <p style="text-align: center;">JPH</p> The Office of Personnel has no objections to the schedule (including the pencilled changes) contained in the material which you addressed to this office. <p style="text-align: center;">[redacted]              RCO/OP              19 July 1962</p>			
<b>FOLD HERE TO RETURN TO SENDER</b>			
<b>FROM: NAME, ADDRESS AND PHONE NO.</b>			<b>DATE</b>
[redacted]			
UNCLASSIFIED		CONFIDENTIAL	SECRET

25X1

25X1

FORM NO. 2-61 237 Use previous editions

U.S. GOVERNMENT PRINTING OFFICE: 1961 O-557202 (40)